



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Step 4** Let's look at the Event Details fields.

### EVENT DETAILS

The Event Details panel displays information regarding the event date, event type and hours used for this event type.

**EVENT DATE** – Required. Enter a date to display data pertaining to a specific date.

**EVENT** – Inferred. Displays the event type for the date specified.

**HOURS** – Inferred. Displays the hours used for the event type on the date specified.



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Hours By Employee Inquiry**

Name:

Employee ID / Appt ID:  /

Begin Date:  End Date:

Total Hours:

Event Type:

|   | Event Date | Labor Distribution | Labor Option | Fund | Agency | Org | Sub-Org | Appr Unit | Activity |
|---|------------|--------------------|--------------|------|--------|-----|---------|-----------|----------|
| 1 | 10 02 00   |                    |              |      |        |     |         |           |          |
| 2 |            |                    |              |      |        |     |         |           |          |
| 3 |            |                    |              |      |        |     |         |           |          |
| 4 |            |                    |              |      |        |     |         |           |          |
| 5 |            |                    |              |      |        |     |         |           |          |



NOTES



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Step 5** Let's look at the Accounting Details fields

### ACCOUNTING DETAILS

The Accounting Details panel displays the accounting distribution to which the employee's hours being charged.

**EVENT DATE** – Required. Enter a date to display data pertaining to a specific date.

**LABOR DISTRIBUTION** – Inferred. Displays the employee's labor distribution for the specified event date.

**LABOR OPTION** – Inferred. If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are "Employee Assignment" to use the default labor distribution attributes; "Entered Profile" to use an override labor distribution profile; "Entered Acctg Values" to override accounting attributes; "Position Assignment" to use the accounting attributes assigned to the employee's position.

**FUND** – Inferred. Displays the fund the employee was paid from for the specified event date.

**AGENCY** – Inferred. Displays the Agency (i.e., operating entity) to which the employee belongs.

**ORG** – Inferred. Displays the Organization to which the employee belongs.

**SUB-ORG** – Inferred. Displays the sub-Organization, if any, to which the employee belongs.

**APPR UNIT** – Inferred. Displays the appropriation unit the employee was paid from.

**ACTIVITY** – Inferred. Displays the activity used, if any, to pay the employee.

**FUNCTION** – Inferred. Displays the function used, if any, to pay the employee.



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Hours By Employee Inquiry**

Name: YOUNG, ALAN

Employee ID / Appt ID: 060 - 10 - 0051 /     

Begin Date: 10 / 01 / 00

Event Type:     

Total Hours: 8.00

End Date: 10 / 31 / 00

Event Details    Accounting Details    Document Details

|   | Event Date | Labor Distribution | Labor Option | Fund | Agency | Org | Sub-Org | Appr Unit | Activity |
|---|------------|--------------------|--------------|------|--------|-----|---------|-----------|----------|
| 1 | 10 02 00   |                    |              |      |        |     |         |           |          |
| 2 |            |                    |              |      |        |     |         |           |          |
| 3 |            |                    |              |      |        |     |         |           |          |
| 4 |            |                    |              |      |        |     |         |           |          |
| 5 |            |                    |              |      |        |     |         |           |          |



## NOTES



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Step 5** Let's continue to look at the Accounting Details fields.

**OBJECT** – Inferred. Displays the object code used to pay the employee.

**SUB-OBJ** – Inferred. Displays the sub-object used, if any, to pay the employee.

**JOB NUMBER** - Inferred. Displays the job number used, if any, to pay the employee.

**REPORTING CATEGORY** - Inferred. Displays the reporting category used, if any, to pay the employee.



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Hours By Employee Inquiry**

Name: YOUNG, ALAN

Employee ID / Appt ID: 060 - 10 - 0051 /   

Begin Date: 10 / 01 / 00

Event Type:   

Total Hours: 8.00

End Date: 10 / 31 / 00

Event Details    Accounting Details    Document Details

|   | Event Date | Event | Hours | Line No | Doc Type | Doc Agency | Doc Number   |
|---|------------|-------|-------|---------|----------|------------|--------------|
| 1 | 10 02 00   | REGLR | 8.00  | 0006    | CREW     | 860        | CREWTL130001 |
| 2 |            |       |       |         |          |            |              |
| 3 |            |       |       |         |          |            |              |
| 4 |            |       |       |         |          |            |              |
| 5 |            |       |       |         |          |            |              |



## NOTES



## HOURS BY EMPLOYEE INQUIRY (QHRE)

**Step 6** Let's look at the Document Details fields.

### DOCUMENT DETAILS

The Document Details panel displays detailed information entered on the original document.

**EVENT DATE** - Required. Enter a date to display data pertaining to a specific date.

**EVENT TYPE** – Inferred. Displays the employee's pay or leave event type for the date specified.

**HOURS** – Inferred. Displays the total hours related to the event type of the employee for the date specified.

**LINE NO** – Inferred. Displays the line number of the event type specified.

**DOC TYPE** – Inferred. Displays the document type on which the event type was submitted.

**DOC AGENCY** – Inferred. Displays the Agency (i.e., operating entity) under which the document was submitted.

**DOC NUMBER** – Inferred. Displays the document number that was used to submit the event type.



## HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

**Hours Summary By Pay Location Inquiry**

Pay Location:  Begin Date:  End Date:

|   | Employee ID | Appt ID | Name             | Base  | Other | Leave | Dollars |
|---|-------------|---------|------------------|-------|-------|-------|---------|
| 1 | 060 10 0051 |         | YOUNG, ALAN      | 16.00 | 0.00  | 0.00  |         |
| 2 | 060 10 0071 |         | HENDRICKS, ZACH  | 16.00 | 0.00  | 0.00  |         |
| 3 | 060 10 0081 |         | LOVE, KAREN      | 16.00 | 0.00  | 0.00  |         |
| 4 | 060 10 0091 |         | GREY, ZANE       | 16.00 | 0.00  | 0.00  |         |
| 5 | 060 10 0101 |         | ALLEN, JACK      | 16.00 | 0.00  | 0.00  |         |
| 6 | 060 10 0111 |         | PHELPS, BENJAMIN | 16.00 | 0.00  | 0.00  |         |



## NOTES





## HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

The Hours Summary by Pay Location Inquiry (QHPS) window displays all the employees and their hour summaries within a given pay location for a specific date range.

**Step 1** To open the QHPS from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QHPS** in the **CODE**. Select OPEN.

**Step 2** Populate the following fields to narrow your search on the QHPS window.

**PAY LOCATION** – Required. Enter the pay location for the employees whose hour summaries are to be displayed. Type **YAP4H0**.

**BEGIN DATE** – Required. Enter the beginning date for a given period of time to display the employee's hour summaries. The current date is the default date. Type **10-01-00**.

**END DATE** – Optional. Enter the ending date for a given period of time to display the employee's hour summaries. The current date is the default value. Type **10-31-00**.

Select **DISPLAY: BROWSE DATA** to display the employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**EMPLOYEE ID** – Required. Enter the employee's identification number assigned to the specified pay location.

**APPT ID** – Required. Enter the employee's appointment identification number assigned to the specified pay location.

**NAME** – Inferred. Displays the employee's name whose hours summary is requested.

**BASE** – Inferred. Displays the total of the employee's base pay type that is defined by their Employment Status code.



## HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

**Hours Summary By Pay Location Inquiry**

Pay Location:  Begin Date:  End Date:

|   | Employee ID | Appt ID | Name             | Base  | Other | Leave | Dollars |
|---|-------------|---------|------------------|-------|-------|-------|---------|
| 1 | 060 10 0051 |         | YOUNG, ALAN      | 16.00 | 0.00  | 0.00  |         |
| 2 | 060 10 0071 |         | HENDRICKS, ZACH  | 16.00 | 0.00  | 0.00  |         |
| 3 | 060 10 0081 |         | LOVE, KAREN      | 16.00 | 0.00  | 0.00  |         |
| 4 | 060 10 0091 |         | GREY, ZANE       | 16.00 | 0.00  | 0.00  |         |
| 5 | 060 10 0101 |         | ALLEN, JACK      | 16.00 | 0.00  | 0.00  |         |
| 6 | 060 10 0111 |         | PHELPS, BENJAMIN | 16.00 | 0.00  | 0.00  |         |



### NOTES



## HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

**Step 3** Let's continue to look at the fields to gain an understanding of each.

**OTHER** – Inferred. Displays the total of all other pay types other than base pay type and any pay types that are unit or dollar based.

**LEAVE** – Inferred. Displays the total of all leave hours entered.

**DOLLARS/UNITS** – Inferred. Displays the total of all unit and dollar based events.

**TOTAL** – Inferred. Displays the total pay amount for a particular employee.



## WORK SCHEDULE BY PAY LOCATION INQUIRY (QSCH)

**Work Schedule By Pay Location Inquiry**

Pay Location: TAA9T0      Selection Date: 10 / 01 / 00

**Daily Totals**

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|-------|-------|-------|-------|-------|-------|-------|
| 0.00  | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 0.00  |

|    | Employee ID | Appt ID | Name              | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|----|-------------|---------|-------------------|-------|-------|-------|-------|-------|-------|-------|
| 1  | 060 10 0001 |         | ALLISON, STEVE    | 0     | L     | L     | L     | L     | L     | 0     |
| 2  | 060 10 0041 |         | GARDENER, STANLEY | 0     | W     | W     | W     | W     | W     | 0     |
| 3  | 060 10 0021 |         | GRAHAM, ALEXANDER | 0     | W     | W     | W     | W     | W     | 0     |
| 4  | 060 10 0061 |         | HENDRICKS, JOEY   | 0     | W     | W     | W     | W     | W     | 0     |
| 5  | 060 10 0011 |         | ROGERS, JOY       | 0     | W     | W     | W     | W     | W     | 0     |
| 6  | 060 10 0031 |         | WALLACE, JOSEPH   | 0     | W     | W     | W     | W     | W     | 0     |
| 7  |             |         |                   |       |       |       |       |       |       |       |
| 8  |             |         |                   |       |       |       |       |       |       |       |
| 9  |             |         |                   |       |       |       |       |       |       |       |
| 10 |             |         |                   |       |       |       |       |       |       |       |



NOTES



## WORK SCHEDULE BY PAY LOCATION INQUIRY (QSCH)

The Work Schedule by Pay Location Inquiry (QSCH) window displays all the employees' schedules within the specified pay location for a given week. All the Employee IDs within the pay location and their schedule (total hours scheduled to work each day) for seven days, starting with Day 1 as the specified begin date. The employee's daily work schedule is determined by their pay class and work cycle. If an employee has requested to have a partial day of leave, the hours the employee should be working will be displayed.

**Step 1** To open the QSCH from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QSCH** in the **CODE**. Select OPEN.

**Step 2** Populate the following fields to narrow your search on the QSCH window.

**PAY LOCATION** – Required. Enter the pay location for the employees whose work schedules are to be displayed. Type **TAA9T0**.

**SELECTION DATE** – Required. Enter the date to begin to display the employee's work schedule. Type **10-01-00**.

Select **Display: Browse Data** to display the employee records.

**Step 3** Let's look at the fields to gain an understanding of each.

**DAILY TOTALS (DAY 1 through DAY 7)** – Inferred. Displays the pay location's daily work schedule totals starting with Day 1 as the specified begin date.

**EMPLOYEE ID** – Required. Enter the employee's identification number assigned to the specified pay location.

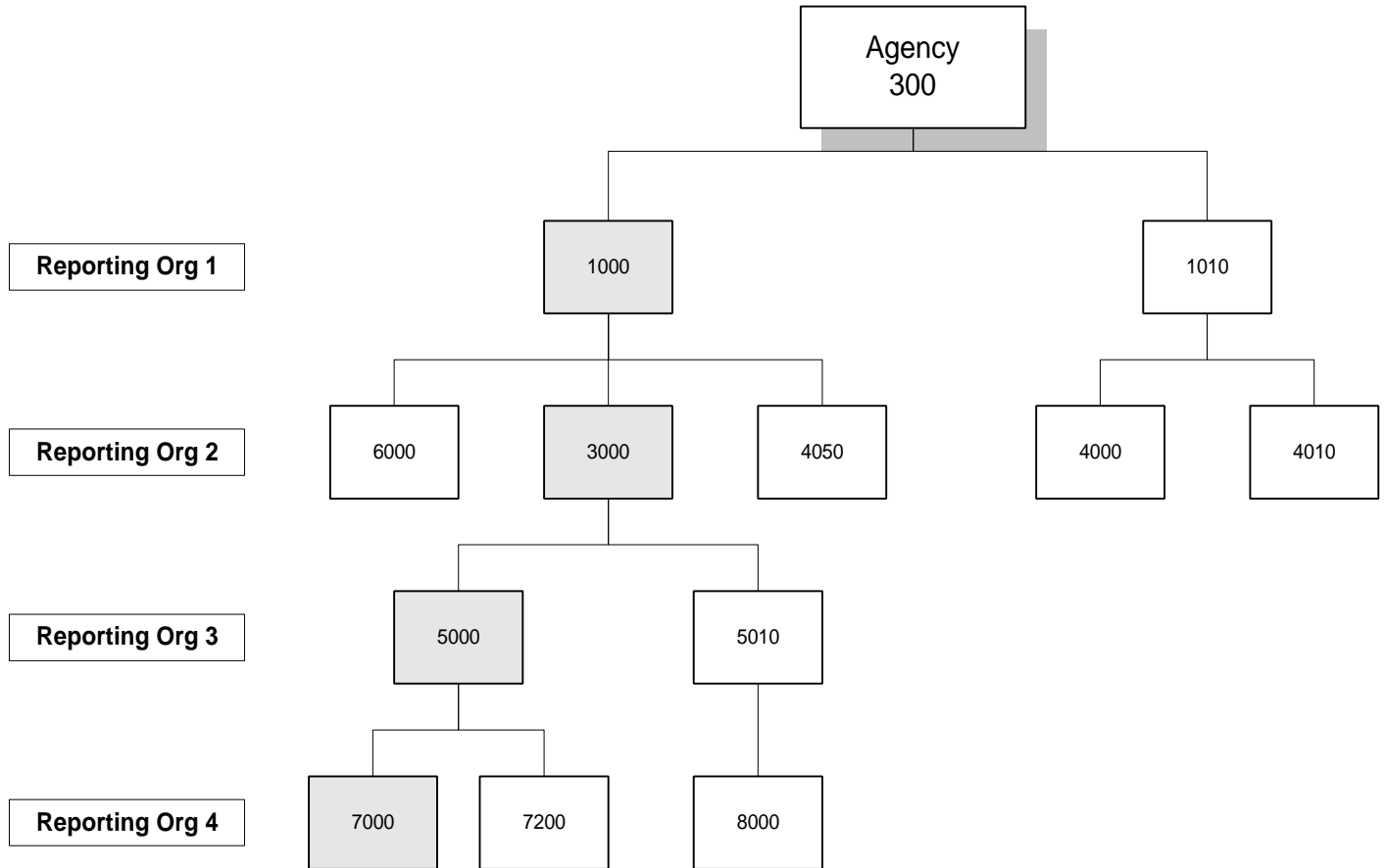
**APPT ID** – Required. Enter the employee's appointment identification number assigned to the specified pay location.

**NAME** – Inferred. Displays the employee's name whose work schedule is requested.

**DAY 1 through DAY 7** – Inferred. Displays the employee's daily work schedule.



## Reporting Organization Example





## REPORT DISTRIBUTION

The offline reports from the SAM II HR/Payroll System will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site:

<http://www.state.mo.us/mo/samii/hr/mobius/index.htm>

### **Report Headers**

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

### **Reporting Organization Structure**

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.



## TESTING YOUR KNOWLEDGE

1. An employee has requested sick leave for three days, what inquiry screen displays this information?
2. Access the inquiry screen that provides the employee's monthly leave accrual amount.
3. What inquiry screen displays an employee's work schedule?
4. An employee questions their annual leave balance, what inquiry screen displays detailed leave activity?